

# REQUEST FOR SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY** 10 USC, Section 4302.  
**ROUTINE USES** Upon initiation of individual.  
**PRINCIPAL PURPOSES** To enable the Sailor/Marine American Council on Education Registry Transcript (SMART) System to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number (SSN) is necessary to make positive identification of individual and records.  
**DISCLOSURE** Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.  
**ELIGIBLE** (1) Active duty and Reserve Sailors/Marines. (2) Navy veterans who separated/retired after 1975. (3) Marines who separated/retired on/after 1 Oct 1999.

**MAIL TO :** NETPDTC, Navy College Center , Code N2A5, 6490 Saufley Field Rd, Pensacola, FL 32509-5204  
**FAX TO :** 1-850-452-1281 DSN 922-1281  
**QUESTIONS :** DSN 922-1828 TOLL FREE: 1-877-253-7122 1-850-452-1828  
**WEB SITE:** <http://www.navycollege.navy.mil> E-MAIL: ncc@smtp.cnet.navy.mil

## PRIVACY ACT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY

1. NAME (Last, First, Middle Initial, Other names used)

2. COMMAND ADDRESS

3. CURRENT RATE/RANK

4. SOCIAL SECURITY NUMBER

5. SIGNATURE

6. BRANCH OF SERVICE (Circle One)

- a. NAVY  
b. MARINE CORPS  
c. OTHER (Specify) \_\_\_\_\_

7. CURRENT STATUS (Circle One)

- a. ACTIVE DUTY b. RESERVE  
c. SEPARATED d. RETIRED  
month/year  
\_\_\_\_/\_\_\_\_

8. HOW DO WE CONTACT YOU?

HOME PHONE (\_\_\_\_) \_\_\_\_\_

WORK PHONE (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

9. PERSONAL COPY :

CONNECT TO THE FOLLOWING WEB SITE TO GENERATE AND PRINT  
YOUR SMART TRANSCRIPT.

<http://smart.cnet.navy.mil>

10. FOR OFFICIAL COPY, SEND TO THE FOLLOWING EDUCATIONAL  
INSTITUTION :

NAME OF EDUCATIONAL INSTITUTION: (No abbreviations)

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP +4: \_\_\_\_\_

**NOTE: OFFICIAL SMARTS CANNOT BE SENT TO NAVY  
COLLEGE OFFICES, MARINE CORPS EDUCATION CENTERS  
OR OTHER SERVICES' EDUCATION CENTERS**

## FOR OFFICIAL USE ONLY

REMARKS/NOTES

PRINTED NAME AND SIGNATURE OF SMART OFFICE EMPLOYEE

DATE